



Town of Danville

TRANSPORTATION PROGRAM COORDINATOR

DEFINITION

The Town of Danville is looking for an energetic and dynamic individual with the creative capacity for marketing, a talent for event planning, a passion for public outreach, and a commitment to the highest level of community service. This position will be primarily responsible for the development, marketing, and management of public education programs for the Transportation Department in addition to representing Danville on local and regional transportation committees.

SUPERVISION RECEIVED AND EXERCISED

Position reports to the Transportation Services Director.

ESSENTIAL JOB DUTIES

The Transportation Program Coordinator:

1. Manages the valley-wide Street Smarts Program (www.streetsmarts-srv.com), a responsibility which includes:
 - Promotional material development and marketing
 - Event planning and coordination
 - Community outreach and presentations
 - Media relations and communications
 - Web site development and management
 - Interagency coordination
 - Meeting coordination and facilitation
 - Fundraising and budget management
2. Assists in the administration of the Town's Neighborhood Traffic Management Program;
3. Represents the Town of Danville on local and regional transportation committees as assigned;
4. Responds to citizen inquiries, suggestions, and concerns regarding traffic safety, traffic calming, or transportation planning issues; and
5. Performs other duties as needed or as assigned.

QUALIFICATIONS

Knowledge of:

Principals and practices of public relations, program management, and facilitation techniques. A background in transportation planning is preferred but not required. Basic knowledge of computer applications applicable to job tasks.

Ability to:

- Be self-directed, proactive and organized;
- Speak effectively before a wide range of organizations and officials;
- Build community partnerships; and
- Work flexible hours including, evenings and weekends, as needed.

EXPERIENCE AND EDUCATION

This position requires a combination of experience, education and unique abilities to adequately perform the required duties.

Experience:

Minimum two years full-time or four years part-time related professional experience or any combination of such full and part-time experience. Background in transportation, planning, public administration, or public relations desirable.

Education:

AA or Bachelor's degree from an accredited college or university in Marketing, Public Relations, Transportation, Planning, Public Administration, or other related field or an equivalent combination of education and experience.

LICENSE OR CERTIFICATE:

Possession of a valid California State Driver's License.

Updated: November 2, 2006